

1. Application Date <b>March 22, 1973</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>MAY 1 1973</b> Application No.: <b>73-314</b> Date Completed: <b>MAY 2 1973</b>	
2. Agency Application No. <b>111</b>		3. AGENCY, Division, Subdivision & Administering Office Address  <b>Georgia Department of Agriculture 19 Hunter Street, S.W. Atlanta, Georgia</b>		4. Person to Contact  <b>Consumer Protection</b>	
7. ACTION REQUESTED <u>TO AMEND STANDARD NO. 463, Dec. 28, 1972.</u> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title  <b>CONSENT TO SERVICE FILES</b>			
10. What is the function of the office in which this record series is created?  Agency Common Standards - These standards apply only to the Department of Agriculture. They are possible because more than one office of this agency creates files in the same record series, but for different geographic areas, different products or different services within the overall responsibilities of this Department.  <b>THIS IS A DEPARTMENT OF AGRICULTURE AGENCY WIDE "COMMON STANDARD";</b>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to out-of-state firms doing business in Georgia appointing or designating an attorney-in-fact for the serving of appropriate summons or process as prescribed in Department of Agriculture Regulations as relates to the License and Permit Act.  Includes only the form(s) "Consent to Service of Process" which identifies the firm and the attorney-in-fact.  Files are arranged alphabetically by firm name.					
<b>ATTACH SAMPLES OF THE FILE</b>					
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				ANNUAL RATE OF ACCUMULATION	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Service of Process is good until withdrawn by Firm.   |                                     |                                     |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Service of Process is good until withdrawn by Firm.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

Hold Service of Process in active files until withdrawn by business; then withdraw from the active files and place in the inactive files. Cut off the inactive files at the end of each calendar year; hold in current files area 1 year; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	3-22-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	3-22-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ajia</i>	5-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Cyrille Hart</i>	4-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. R. H. Shell</i>	5-2-73

STATE RECORDS  
COMMITTEE